



Lead-Related Construction Certification Application Forms and Instructions

California Department of Health Services, Childhood Lead Poisoning Prevention Branch
Lead Related Construction Unit

What kinds of certificates are available?

Five types of Lead-Related Construction Certificates are available to individuals who conduct lead-related construction (LRC) work in residential and/or public buildings:

- ☐ **Inspector/Assessor:** Required for those who evaluate where there are lead hazards in public and/or residential buildings.
- ☐ **Project Designer:** Required for those who prepare the specifications, detailed designs and cost estimates for LRC projects.
- ☐ **Project Monitor:** Required for those who oversee LRC work to make sure that plans and specifications are followed, and who test to see if lead contamination occurred.
- ☐ **Supervisor:** Required for those who supervise LRC work and enforce the work practices that ensure worker safety.
- ☐ **Worker:** Required for those who perform LRC work under the direction of a Certified LRC Supervisor.

How Long Does Certification Take?

It may take up to 90 days to process certification applications, although it is normally about three weeks. DHS **cannot** expedite processing any applications. Please take this into consideration when applying.

- ☐ DHS may take up to 30 days to review some applications for completeness. Applications for LRC Worker usually are processed more quickly than other applications.
- ☐ If items are missing from your application, DHS will send your application back to you, along with a note that tells you what is missing. Your application should be resubmitted when it is complete.
- ☐ Once your application is complete, DHS may take up to 60 days to verify the information in your application and grant or deny your certification.

How to Apply for Certification

To apply for certification you will need to:

- ☐ Be sure you meet training, experience and education requirements (see pages 2 and 3).
- ☐ If you are applying for Inspector/ Assessor, Project Monitor, Project Designer or Supervisor, you must take and pass a Statewide certification examination before you apply. (Call Cooperative Personnel Services at 916-263-3644 or visit their website at www.cps.ca.gov for information or to register.)
- ☐ Complete an application (DHS 8488, attached).
- ☐ Attach required documents and one 2" x 2" or larger passport style photograph. (See page 2 of the application.)
- ☐ Include the appropriate fee (nonrefundable) for **each** certificate you request. (You may submit a single check or money order to pay for several fees.)
- ☐ Keep a copy of your completed application for your own records.
- ☐ Mail all your application materials together to:

**Department of Health Services
Childhood Lead Poisoning Prevention Branch
Lead-Related Construction Unit
1515 Clay Street, Suite 1801, Box C
Oakland, CA 94612**

Hand delivered applications must be in a sealed envelope with the above address on the outside.

If you are submitting applications for several people, make sure each applicant signs an application form, and paper-clip each applicant's materials together.

If you have questions about the Lead Certification Exams see the attached information sheet entitled:
The Lead Certification Exams: Answers to Frequently Asked Questions.

***You can also visit our Web Site:
www.dhs.ca.gov/childlead***

Minimum Training, Education, Experience & Exam Requirements

You must meet the training, experience and education requirements listed below. If you are applying for an Inspector/Assessor, Project Monitor, Project Designer, or Supervisor certificate, you must also pass a Statewide Lead Certification Exam. For information about the examination call Cooperative Personnel Services at (916) 263-3644, or the at: www.cps.ca.gov. Note that Certified Industrial Hygienists have unique requirements.

Worker Certificate Requirements:

Training: Lead-Related Construction Work course (can be either a 24 or a 32 hour course).
Experience: None
Education: None
Examination: None

Supervisor Certificate Requirements:

Training:
Either: Lead-Related Construction Supervision & Project Monitoring course (40 hours);
Or: Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction Supplemental Supervision & Project Monitoring course (16 hours).
Experience:
Either: 1 year of experience as a certified lead worker;
Or: 2 years of experience in lead-related construction or a related field (such as asbestos, the building trades or environmental remediation) conducting health, occupational safety or environmental hazard control.
Note: A current and active contractor's license issued in your name by the California Contractors State License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35, C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ may serve as the proof of experience for Supervisors.
Education: None.
Examination: *Lead Supervisor Certification Exam* (call Cooperative Personnel Services (916) 263-3644).

Project Monitor Certificate Requirements:

Training:
Either: Lead-Related Construction Supervision & Project Monitoring course (40 hours);
Or: Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction Supplemental Supervision & Project Monitoring course (16 hours);
Or: CIHs may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).
Education & Experience:
Either: A **Bachelor's Degree** or higher in a biological, chemical, physical science or related field; and 1 year of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction;
Or: An **Associate's Degree** or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field and 1 year of experience as a certified lead supervisor;
Or: An **Associate's Degree** or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field and 2 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction;
Or: A **High School Diploma** or its equivalent and 2 years of experience as a certified lead supervisor;
Or: A **High School Diploma** or its equivalent and 3 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction.
Or: **Certified Industrial Hygienists** – American Board of Industrial Hygiene certificate.
Examination: *Lead Project Monitor Certification Exam* (call Cooperative Personnel Services (916) 263-3644).

Inspector / Assessor Certificate Requirements:

Training:	Lead-Related Construction Inspection / Assessment course (40 hours)
Or:	Certified Industrial Hygienists may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).
Education & Experience:	
Either:	A Bachelor's Degree or higher in a biological, chemical, physical science or related field; <u>and</u> 1 year of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; <u>or</u> b) designing projects in environmental health, occupational safety or environmental hazard reduction;
Or:	An Associate's Degree or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field <u>and</u> 2 years of experience in lead-related construction or a related field <u>either</u> conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards <u>or</u> designing projects in environmental health, occupational safety or environmental hazard reduction;
Or:	A High School Diploma or its equivalent <u>and</u> 3 years of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; <u>or</u> b) designing projects in environmental health, occupational safety or environmental hazard reduction.
Or:	Certified Industrial Hygienists – American Board of Industrial Hygiene certificate.
Examination:	Lead Inspector/Assessor Certification Exam (call Cooperative Personnel Services (916) 263-3644).

Project Designer Certificate Requirements:

Training:	Lead-Related Construction Supervision & Project Monitoring course (40 hours) <u>and</u> Lead-Related Construction Project Design course (16 hours).
Or:	Certified Industrial Hygienists may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).
Education & Experience:	
Either:	A Bachelor's Degree or higher in engineering, architecture or a related profession; <u>and</u> 1 year of experience in building construction and design or a related field;
Or:	An Associate's Degree or higher (or 20 semester / 30 quarter college units) building construction, building design or related field <u>and</u> 2 years of experience in building construction and design or a related field;
Or:	A High School Diploma or its equivalent <u>and</u> 4 years of experience in building construction design or a related field.
Or:	Certified Industrial Hygienists – American Board of Industrial Hygiene certificate.
Examination:	Lead Project Designer Certification Exam (call Cooperative Personnel Services, (916) 263-3644).

How Long Ago Was Your Training?

If it has been **more than 1 year** since you completed your DHS-approved training, you must take 7-hours of DHS-approved Continuing Education before applying for certification.

If your DHS-approved **initial** training is **more than three (3) years old**, you must take the full initial course over again before applying for certification.

How Was Your Training?

DHS is interested in hearing what you thought of your lead training and continuing education. If you have comments, good or bad, about a DHS-approved training provider or course, write to us: Department of Health Services, Lead-Related Construction Unit, 1515 Clay Street, Suite 1801, Box C, Oakland, CA 94612.

Calculating Your Experience

Do the following calculation for each of your employers then add together the results (Box D) of all your experience calculations. The grand total of all your employment experiences must **equal or exceed** the experience requirements shown on pages 2 and 3.

	Sample Information	Your Information
1. Count the number of months that you worked for an employer. -----)	A 120.0 months	A
2. Estimate the percentage of time you did activities for that employer that make you eligible for certification. -----)	B 0.4 (40%)	B
	x	x
3. Multiply Box A by Box B. Write the result in Box C. -----)	C 48.0 months	C
	÷ 12.0	÷ 12.0
4. Divide Box C by 12 to calculate your experience in years. Write the result in Box D. -----)	D 4.0 years	D

What Your Application Should Include

Certificate Requested	Items to Include in Your Application	Optional Form
Inspector / Assessor Project Designer..... Project Monitor		
Supervisor		
Worker		

Supervisor Applicants:

If you are applying for **only** a Supervisor certificate and you have a current and active contractor's license issued in your name by the California Contractors State License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35, C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ you may submit a copy of your Contractor's license in place of a Proof of Experience form.

Certified Industrial Hygienists:

If you are a Certified Industrial Hygienist applying for Lead Inspector/Assessor, Project Designer and/or Project Monitor Certification, and you took a DHS-approved lead-related construction Course for Certified Industrial Hygienists, you may submit a copy of your American Board of Industrial Hygiene certificate (or its equivalent) in place of both the Proof of Experience form and your college diploma.

(Not for Renewal Applications)

1. Applicant Information:

Race / Ethnicity: ☐ Asian ☐ Native American ☐ Other: _____
☐ Black / African American ☐ Pacific Islander
☐ Latino / Hispanic ☐ White

Total Amount Paid: \$_____.00

4. Other Applications: Have you ever applied for a California Lead Certificate before? ☐ Yes ☐ No **over ▶**

5. Training, Experience, and Education: Please enclose the following information with this application as proof that you satisfy the eligibility requirements for each certificate you requested.

- **Lead-related construction training:** Enclose the pink Course Completion Form (DHS 8493) from your DHS-approved lead-related construction course(s). If your training is more than 1 year old, also enclose the pink Course Completion Form for your continuing education course.

Certificate Requested	Required Lead Related Construction Training
Inspector/Assessor	Inspection / Assessment (40 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Supervisor	Supervision & Project Monitoring (40 hours) or Work (24 hours) and Supplemental Supervision & Project Monitoring (16 hours)
Project Designer	Project Design (16 hours) and Supervision & Project Monitoring (40 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Project Monitor	Supervision & Project Monitoring (40 hours) or Work (24 hours) and Supplemental Supervision & Project Monitoring (16 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Worker	Work (24 or 32 hours)

Note: You must apply to the Department within one year of the date you complete your training. If you wait longer than one year to apply, you must complete seven hours of DHS-approved continuing education. If you wait longer than three years to apply, you must take a new DHS-approved lead-related construction course.

- **Experience:** (not required for Worker certificates) To show that you have completed the required work experience, enclose completed Proof of Experience forms (DHS 8539) for each employer who is verifying that you have experience which makes you eligible for certification.

Note to Applicants for Supervisor: A current and active contractor's license issued in the applicant's name by the California Contractors State License Board within the classifications A, B, C-4, C-12, C-15, C-17, C-21, C-32, C-33, C-34, C-35, C-39, C-43, C-47, C-61/D-38, C-61/D-63, ASB, or HAZ serves as proof of experience. You may submit a copy of your Contractor's license, in place of the Proof of Experience form.

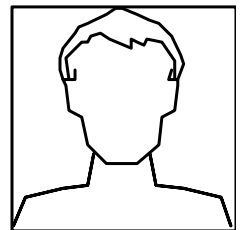
- **Education:** (not required for Worker or Supervisor certificates) To show that you have completed the required education, enclose copies of your diploma or transcripts or other documentation, if applicable.

Note: If you are a Certified Industrial Hygienist, and have completed a DHS-approved lead-related construction course for Certified Industrial Hygienists, you may submit a copy of your American Board of Industrial Hygiene certificate (or its equivalent) in place of both the Proof of Experience form (DHS 8539) and your diploma or transcripts.

6. Statewide Examination: Enclose a copy of the *Cooperative Personnel Services* notice that you successfully completed the appropriate Statewide Examination.

- 7. Photograph:** Enclose a recent photograph of yourself. The photograph must be in portrait style, and at least 1 inch square (see diagram), but preferably 2 inches square (passport size). Do not crop the photo to get it to a 2 inch square. Print your name on the back of your photograph. An electronic version is acceptable, in JPEG format and with a resolution of at least 640 x 480, and your name as the file name. Alternatively, you can e-mail your photo to LeadPhotos@dhs.ca.gov. If you e-mail your photo, make the file name the same as your name, and check here: ☐

Your photograph must be this size or larger. ▶



I hereby certify, under penalty of perjury, that the information I have provided in this application is true and correct.

Your Signature: _____ /_____/_____
Date Signed

Mail Your Application To:

Department of Health Services
Childhood Lead Poisoning Prevention Branch
Lead-Related Construction Unit,
1515 Clay Street, Suite 1801, Box C
Oakland, California 94612.

**Notify the Department within 30 calendar days if
your name, address or phone number changes.**

This information is requested by the Department of Health Services, Childhood Lead Poisoning Prevention Branch, under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequences of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 1515 Clay Street, Suite 1801 Box C, Oakland, California 94612, Telephone: 1-800-597-LEAD or (510) 622-5072 from outside California.

INSTRUCTIONS: Type or print all information clearly. Complete this form to verify that an applicant has experience which makes him/her eligible for Lead Certification. This form **must** be completed and signed by a supervisor or employer, or by the applicant, if self-employed. Provide information for only **one** employer on this form.

1 of 2

 In a typical work week, what percent of the time did the applicant do these, and any associated job activities: _____ %

Employer/Supervisor Signature: _____ /_____/_____
(or Applicant's Signature, if self-employed) Date Signed

Employer/Supervisor Name: _____ Title: _____
(or Applicant's Name, if self-employed) Please Print or Type

This information is requested by the Department of Health Services, Childhood Lead Poisoning Prevention Branch, under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequences of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 1515 Clay Street, Suite 1801 Box C, Oakland, California 94612, Telephone: 1-800-597-LEAD or (510) 622-5072 from outside California.

Attention Lead Certification Applicants!

Your name can appear on State and National Lead Listings!

If you become certified, the Department of Health Services (DHS) can place your name its *List of Certified Lead Professionals*. This list is distributed statewide to consumers interested in your services. It is also posted on the Internet at www.dhs.ca.gov/childlead . This list can help you get information about your services out to:

- ▶ Contractors
- ▶ Homeowners
- ▶ Realtors
- ▶ Vendors
- ▶ Training Providers
- ▶ Health Departments
- ▶ Apartment Managers
- ▶ Building Owners
- ▶ and Many More!

What to do: To put your name on the *List of Certified Individuals*, complete the Authorization form (DHS 8540) on the back of this page, sign it and return it to DHS. If you do not send your Authorization, your name will not appear on the list.

When to do it: If you are not yet certified, send your Authorization to DHS with your application materials. **If DHS grants you certification**, your name will appear on the list.

If you are already certified, send your Authorization to DHS **now!** The sooner we get your Authorization, the sooner your name will appear on the list.

Questions: If you have any questions, please call the Lead-Related Construction Information Line at 1-800-597-5323. Outside California, call (510) 622-5072.

IMPORTANT: **All** information submitted to DHS is subject to release under the California Public Records Act (Government Code 6250 et seq.). While DHS will use its best efforts not to publicly release your personal information, requests for records or information under this act may **require** DHS to release your personal information without your authorization.

A *National Lead Listing* of certified lead personnel has also been developed by the U.S. Housing and Urban Development, Office of Lead Hazard Control and is posted on the Internet at <http://www.leadlisting.org>. For information on how to get your name on the *National Lead Listing*, contact:

The Lead Listing
c/o QuanTech
1911 North Fort Meyer, Suite 1000
Rosslyn, VA 22209
Telephone: (703) 312-7837
Fax: (703) 243-4094
<http://www.leadlisting.org>

Authorization To Release Personal Information

INSTRUCTIONS: Complete the Personal Information portion of this form and read items 2, 3, 4, and 5. Sign the form under item 6 and submit it to the Department of Health Services (DHS). Please note, you should **only** complete this form if you want DHS to place your name and personal information on the DHS List of Certified Lead Professionals. If you do not complete this form and send it to DHS or if DHS denies you certification, your name will **not** appear on the List. If you have already sent this form to DHS, you do not need to send it again unless your personal information has changed.

1. Personal Information:

Name: _____
last first

DHS Lead Certificate Numbers: (if applicable) _____

Business Address: _____
street number and name suite number
city state zip

Business Phone: (____) _____ - _____

Do you provide any of the following services? (check all that apply) ... ☐ Painting ☐ General Construction
☐ Remodeling ☐ Hazardous Materials Removal

Are you a California Licensed Contractor? (check one) ☐ Yes (Your CSLB Contractor Number: _____)
☐ No

Are you a Certified Industrial Hygienist? (check one) ☐ Yes (Your ABIH Certificate Number: _____)
☐ No

2. Uses: DHS will use the information you provided above in its List of Certified Lead Professionals. DHS will release this information to all interested parties. DHS may also release this information as permitted by the California Public Records Act (Government Code 6250 et seq.). By allowing DHS to release your personal information, you may be contacted by interested parties wanting your services or business. DHS is not responsible for the way this information is used by the interested parties who request it.

3. Duration: This authorization shall become effective immediately and remain in effect until you rescind it in writing.

4. Non-Original Copies: A photocopy of this authorization shall be considered as valid as the original.

5. Authorization: I hereby authorize the California Department of Health Services, Childhood Lead Poisoning Prevention Branch to release the information provided above according to the terms stated above. In signing, I also certify, under penalty of perjury that all information given above is true and correct.

6. Signature:

Your Signature

Print Your Name Here

____/____/____
Date Signed

Include this form with your application materials. If you have already sent your application to DHS, mail or fax this form to:

California Department of Health Services
Childhood Lead Poisoning Prevention Branch
1515 Clay Street, Suite 1801, Box C
Oakland, California 94612
(510) 622-5002 fax

This information is requested by the Department of Health Services, Childhood Lead Poisoning Prevention Branch, under the Government Code, Section 1798.24(b), in order to allow for the release of personal information. Completion of this form is voluntary. Persons not completing this form will not be included in the Department's List of Certified Lead Professionals. Information provided on this form will be released to all interested parties. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 1515 Clay Street, Suite 1801, Oakland, California 94612, Telephone: 1-800-597-LEAD or (510) 622-5072 from outside California.



CHILDHOOD
LEAD POISONING
PREVENTION
BRANCH

The Lead Certification Exams: Answers to Frequently Asked Questions

California Department of Health Services,
Childhood Lead Poisoning Prevention Branch

Why are certification exams required?

The federal *Residential Lead-Based Paint Hazard Reduction Act of 1992*, also known as Title X, requires all states to have lead certification programs that are at least as protective as the Federal certification program. Because the Federal certification program requires individuals to pass a proficiency exam in order to become fully certified, California's lead certification program must do the same.

Who must take the certification exams?

California requires certification exams for Lead Inspector/Assessors, Lead Supervisors, Lead Project Designers and Lead Project Monitors. There are separate exams for each of these four types of certificates. Lead Workers are not required to take a certification exam.

How much does it cost to take the exams?

The cost for taking each exam is \$115 per exam (\$150 per exam after January 1, 2001). The cost to re-take each exam is also \$115 exam (\$150 per exam after January 1, 2001).

Who offers the certification exams?

DHS has contracted with *Cooperative Personnel Services* (CPS) to administer the certification exams. This company has extensive experience administering many types of licensing and certification exams in California.

Can I take my exam from another company?

No. *Cooperative Personnel Services* is the only company who offers California's approved lead certification exams. Passing a certification exam offered by another company or another state will not make you eligible for lead certification in California.

What are the exams like?

The certification exams contain 100 multiple-choice questions. They are offered only in English and do not include any "hands-on" or performance testing.

Can I take the exam orally?

Yes, for an additional \$100 - \$200, *Cooperative Personnel Services* can arrange to have the Lead Supervisor exam read aloud to you.

Where and when are the exams being offered?

Cooperative Personnel Services offers the exams monthly at testing sites in Northern and Southern California. For an additional \$100 - \$200, you may arrange to have an exam proctored at a time and location of your choosing. Call *Cooperative Personnel Services* at (916) 263-3644 for more information.

Do I have to take the exam every year?

No. You only need to pass the exam for each of your certificates once.

Are there "combined" exams?

No. The exams for Lead Inspector/Assessor, Lead Supervisor, Lead Project Designer and Lead Project Monitor are each separate. If you want get more than one of these certificates, you must take a separate exam for each.

When do I take my exam?

You can take your exam any time you feel ready, as long as you pass it before submitting your application.

How do I register for my exam?

To register for your exam obtain a registration form from *Cooperative Personnel Services* (CPS). Call (916) 263-3644. CPS will provide instructions and study guides. Do not send your examination registration form to DHS.

How do I get admitted into the exam?

Cooperative Personnel Services will provide instructions when you register.

Are study guides available for the exams?

Study guides for each exam are available by calling *Cooperative Personnel Services* or they can be downloaded at www.childlead.com.

What happens if I fail my exam?

You can retake the exam as many times as you wish. However, each time, you will need to register with and pay CPS each time.

What happens after I pass my exam?

Cooperative Personnel Services will send your exam results to DHS and to you. Make a copy of your notification from CPS and submit it with your application.

Can my experience, education or training substitute for the certification exam?

No. Likewise, the certification exams cannot substitute for the experience, education and training required for lead certification.

Can I just stay *interim* certified and not take the exam?

No. All interim certificates expired by December 31, 1999. You need to accomplish the entire application process to become fully certified.

What happens to my *interim* certificate if I don't pass the exam by the deadline?

DHS cannot renew your certificate again until you pass the required exam. Once you pass your exam, DHS will issue you a renewed *full* certification.

What should I do if I have an old, expired interim certificate?

If your interim certificate expired less than 3 years ago, you may renew it and become fully certified by completing 7 hours of Continuing Education, and passing the appropriate certification exam.

If your interim certificate expired more than 3 years ago, you may renew it and become fully certified by re-taking the appropriate lead-related construction training course, and passing the appropriate certification exam.

If I take my exam, do I still have to renew?

Yes. Taking the exam only enables you to become *fully* certified. Even if you have passed your exam(s), you still must renew your certificate(s) each year, and take Continuing Education every 2 years.